

Middlesex Community College
Assistant Professor/Program Coordinator, Health Information Management
Full time, 10 month, Tenure Track

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Middlesex Community College
- Salary:** \$63,732 approximate annual (subject to negotiated collective bargaining increases), plus excellent medical insurance, retirement, and related fringe benefits
- Closing Date:** Applications must be received by 4:00 pm on January 11, 2016.
- General Requirements:** **A Bachelor's degree in Health Information Management or a related allied health field from an HIM program accredited by the Commission on Accreditation for Health Informatics Management Education (CAHIIM). Registered Health Information Administrator (RHIA) certification is required**, as is at least three years of teaching and/or work experience in the field. Preference will be given to candidates with demonstrated experience in academic and career advising, course and program development, intern supervision, online teaching, and/or academic career program accreditation.
- Preferred Qualifications:** A master's degree in Health Information Management or a related allied health field; community college teaching experience; a demonstrated understanding of the mission of the community college; and, ability to respond to and work with multiple constituencies.
- General Responsibilities:** Business, and STEM and its outstanding team of well-qualified and experienced faculty (both full- and part-time). Working under the supervision of the School's Academic Division Director, the successful candidate will assume a faculty leadership position within a well-enrolled program with strong ties to employers through internships and advisory board. This position requires considerable interaction with students, support staff, faculty colleagues, and external constituencies. Candidates will be expected to develop and maintain working relationships with community partners in the College's service area.
- This position includes both teaching and administrative duties. The individual will teach nine (9) contact/credit hours per semester in the Health Information Management field, and receive one course release per semester to conduct administrative duties such as overseeing program accreditation; recommending, supervising, and evaluating part-time program faculty; managing internships; providing academic and career guidance to students; and, leading efforts to develop new courses and maintain program currency. All faculty members are expected to engage in "additional responsibilities" as defined by the college in concert with the collective bargaining agreement, for the time-equivalent of one course release per semester. For the 2016-17 academic year, the Assistant Professor/Program Coordinator will work on program accreditation as the sole focus of his/her additional responsibilities expectations.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** Send letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and the names of three references to:
- Noreen Wilson, Administrative Assistant
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or, email: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.edu

Note: Incomplete applications will not be forwarded to the Search Advisory Committee

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.